



9321

Deputy **Court Clerk**

Jefferson County Clerk of Circuit Court seeks 2 Full-time Deputy Court Clerks. Responsibilities include, but are not limited to, customer service, retrieving and copying files, sorting and distributing mail, updating Law Library with incoming materials, and dockets, scans and attaches documents to the proper case in the CCAP database. One position may also include taking minutes in court, swearing in witnesses, marking exhibits and other duties as assigned. Starting Wage: \$13.59 to 15.36, based on experience/education

Minimum Requirements: High school diploma with previous computer experience and 1-2 years general office experience, with high attention to detail or, any combination of education and experience that provides equivalent knowledge, skills and abilities. Customer service, general bookkeeping and/or legal terminology knowledge and experience highly preferred.

Application review begins February 17, 2016 and is open until filled. Application and position details are available at www.jeffersoncountywi.gov or Jefferson County Human Resources, 311 S. Center Ave., Jefferson, WI 53549.

EOE